

**VILLAGE OF TOLONO
PLANNING & ZONING BOARD
SEPTEMBER 14, 2022**

The Village of Tolono Planning & Zoning Board met on September 14, 2022, in the public meeting room at the Police Station, located at 205 E. Main St., Tolono, IL. Secretary Rena Anderson called the meeting to order at 6:00PM. Roll call found the following members present: Chairman Del Boyle, and members Jeff Hahn, Jamie Snodgrass, newly appointed Tom Swigart, and Sean Talbott. Mark Adair was absent.

All stood for the Pledge of Allegiance.

PUBLIC COMMENTS - None

RECOGNITION

Current board members and chairman recognized Tom Swigart as a newly appointed board member.

REPORTS, COMMENTS, ANNOUNCEMENTS

Motion by Hahn, seconded by Snodgrass to approve the new zoning map. An ordinance will be adopted and be voted on by the Village Board September 20, 2022, for approval. Roll call: Boyle, aye; Hahn, aye; Snodgrass, aye; Swigart, aye; Talbott, aye. Motion passed.

APPROVAL OF PRIOR MINUTES

The August 10, 2022 minutes were not in the board packet to be approved. They will be included in the October 10, 2022, meeting packet.

OLD BUSINESS

Discussion followed in regards to finding a new member for the P&Z board. Snodgrass questioned if the vacancy was posted to the village website. Anderson said that it has been posted.

NEW BUSINESS

Downtown Project Update: Gary Mitchell gave an update regarding the downtown project he is coordinating with Royse & Brinkmeyer. Royse & Brinkmeyer scheduled a meeting to walk the downtown area September 21, 2022. Hahn and Boyle will be in attendance to represent the P&Z board. Champaign, IL, architect, Ryan Reber will be present. Mitchell asked Lee Reifsteck, owner of CDR Construction, to attend and answer questions concerning the condition of any buildings. Royse & Brinkmeyer said if all goes well, they can get shovels in the ground June of 2023.

Swigart questioned if there were any confirmed purchases made with building owners. Mitchell said he was not aware of any. Snodgrass asked if there would be retail locations. Mitchell said first floor, store front retail, two or three places will be in the range of 4,000 sq. ft. and then the majority of them will be around 2,000 sq. ft. (25' x 80') There will be 17-20 total first floor locations. Second and third floors will be condominiums or apartments. Snodgrass asked if they had tenants in mind for storefronts. Mitchell said he's talked with people and they are excited for the potential different residences and retail shops. Royse & Brinkmeyer does not.

New Building and Fence Permits and Guidelines: Boyle made modifications to the current building application. He has example drawings to use for fence and deck site plan. He added more time for approval of the building application from three days to 7-10 days. Space was added for the Zoning Administrator which will be used if there is an issue. Not every permit has to go to the Zoning Administrator. If there is a zoning issue then the Zoning Administrator will review and sign off on it.

Boyle would like to change the construction hours. Currently, hours are seven days a week, 6:00AM-10:00PM. Hahn disagreed with Boyle, stating that people doing construction themselves, arriving home at 5:00PM from work and having to stop at 6:00PM or if a person cannot work on a Sunday to put an addition on by themselves, the hours won't work. Boyle is proposing to the Village Board the

hours be set to 6:00AM-6:00PM, Monday through Saturday. Sunday and holidays will be no work days except by special permit only. Boyle said the Village needs guidelines (set standards). The Building Official will either approve/disapprove the special permit to work on Sundays and holidays.

Hahn questioned why the building application included additional inspections for water, sewer, and drainage if the Village does not perform inspections. Boyle's theory is that these questions are for independent contractors and do not pertain to the status of the application. It is simply general information to accompany the permit.

Boyle would like to include a Project Information Sheet that lists general and sub-contractors. Hahn said he thought the board decided not to require contractor information. Boyle said if they are a homeowner doing the work themselves, they would simply list their name but if a contractor is building a new home the general contractor needs to list his sub-contractors for informational purposes because electrical and plumbers need to be licensed and it is a reference used to know they are qualified.

The Fence Installation Guidelines should include information regarding a line of sight triangle. Boyle could not find information in the Village ordinances for measurements. Anderson found measurements in ordinance 153.118 Design of Streets, which included measurements. Ordinance 154.024 General Guidelines for Lots and Boundaries, Visibility Triangle setback, however no measurements are included in this ordinance. Boyle is unsure if these ordinances pertain to fences. He believes they are for street design.

Hahn said that the Fence Installation Guidelines included both guidelines and regulations. Boyle agreed and said he would separate them. Regulations would be what ordinances allow/not allow and guidelines would be what is required.

Status of Downtown Survey: The Village Board approved the survey and would like the P&Z Board to hold off on sending the Downtown Survey for a couple of months because the residents recently received a questionnaire regarding sidewalks.

MISCELLANEOUS

Motion by Snodgrass, seconded by Swigart to adjourn the meeting. Roll call: Boyle, aye; Hahn, aye; Snodgrass, aye; Swigart, aye; Talbott, aye. Motion passed.

Respectfully Submitted,
Rena Anderson
P&Z Board Secretary